

## FREQUENTLY ASKED QUESTIONS CM/ECF

Q. How do I login to the system ?

A. Connect to the Internet and type <https://ecf.prd.uscourts.gov> at the web page address or go to our website [www.prd.uscourts.gov](http://www.prd.uscourts.gov) , click on Electronic Filing and Click on CM/ECF Live Database.

Q. How do I change my password ?

A. Do the following instructions

1. Access our system in <https://ecf.prd.uscourts.gov>
2. Click on U.S. District Court LIVE database
3. Login to the system with the login and password provided
4. Click on Utilities in the Main Menu.
5. Click on Maintain your account.
6. Click on the More user information pushbutton.
7. Delete the content of the password field.
8. Type your new password.
9. Click on Return to Account.
10. Click on Submit.
11. Click on Submit

Q. What is a Notice of Electronic Filing ?

A. Is the e-mail that each attorney will receive when there is any activity in a case, e.g. a motion is filed, an order is entered into the docket, etc.

Q. When I receive the Notice of Electronic Filing the Document Number is not blue and underlined?

A. It means that although the entry has a document number it does not have an image associated to it. You would not see an image of the document. Some judges orders will not have a document or image.

Q. How do I view the document referenced in the Notice of Electronic Filing?

A. You will only be able to see a document if the document number is in blue and it is underlined (is called hyperlink). Click on the number, if it is a criminal or social security case, the system will open a window with the ECF/PACER login screen. Enter the ECF login and password provided by the Court. The system then will display the PACER login screen, enter your Pacer and password.

Q. When I access the document through the Notice of Electronic Filing, will I be charged ?

A. The PACER Service Center has provided the following answer:

“Each attorney of record in a case (including pro se litigants) will receive an email message containing a hyperlink to a document that has been filed. **One free look is available to each attorney of record.** Attorneys are able to list multiple email addresses for their filer login (under "Utilities") so that interested parties can be notified of filings as well. **However, the free look will only apply to the email recipient for each attorney's email account who accesses the document first.** This does not affect the other attorneys of record from receiving their free look. All other recipients will receive the PACER Login screen and will be charged to view the document.

For example, attorneys of record in a case are A, B and C. A has added his secretary and paralegal to his email account so they receive email notifications as well. Attorney B has added four additional attorneys to her email account. Attorney C has no additional email addresses in his email account. The first person to view the document in Attorney A's group will receive the free look. The same applies to Attorney B's group. Attorney C receives the free look since he is the only recipient.

The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. Any time that same hyperlink is accessed after it has expired, the user will be asked for a PACER login and will be charged to view the document. All users are advised to print or save the document during the initial viewing period in order to avoid future charges. ”

If you still have discrepancies about PACER billing, you can contact them by sending an email to [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov).

Q. What other alternatives are available for PDF conversion?

A. Some courts that are in Electronic Filing have suggested other Acrobat alternatives, although the standard for the Administrative Office is Acrobat Writer, you can find related information in the following websites:

<http://www.pdfzone.com>

<http://www.fineprint.com>

<http://www.activepdf.com/en/Products/PDFPrint/Start.asp>